Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Public Office Leave			
Procedure Type:	Human Resources	**Implementation Date:**	JAN 1, 2006
Procedure Number:	5.28	**Last Approval Date:**	JUN 22, 2026
AP Owner:	HR Administrator	**Last Reviewed:**	JUN 22, 2026
Legal Reference(s):	*The SK Employment Act, s.2-54*		

Background

In accordance with the vision, mission and values of Living Sky School Division (LSKYSD), learning to become full contributing members of society is both encouraged and supported. In accordance with *The Saskatchewan Employment Act,* it is recognized that employees have the ability to seek nomination and election as candidates to public offices other than the Board of Living Sky School Division.

Scope

This procedure applies to all permanent and term employees who have worked for LSKYSD longer than 13 weeks.

Definitions

Public office is defined in the *Saskatchewan Employment Act* as an elected position to a Board of Education, federal government, First Nations band council, municipal government, or provincial government.

Procedures

1. **Leave Without Pay**
   a. An employee shall be granted unpaid leave:
      i. to seek nomination as a candidate for a public office;
      ii. to be a candidate for a public office; or
      iii. if elected, to attend meetings as required of members of a public office for the period during the employee's term of office that may be necessary.
   b. Application for leave shall be completed at least four weeks in advance of the absence and submitted through the absence management system to the employee's supervisor.
   c. An employee taking leave longer than 60 days must provide at least four weeks' written notice before returning to work. This written notice must be received before the leave expires.

2. **Leave With Pay**
   a. It is recognized that public offices provide opportunities for professional development. In support of lifelong learning, employees serving in public offices may receive up to three days' leave of absence with pay per school year to attend relevant conventions or conferences while fulfilling their elected duties.
   b. Application for leave shall be completed in advance of the absence and submitted through an absence management system to an HR administrator.